

[illegible]

21 Occupational skin diseases or disorders
22 Dyst diseases of the lungs (pneumoconiosis)

- 23 Respiratory conditions due to toxic agents
- 24 Poisoning (Systemic effects of toxic materials)
- 25 Disorders due to physical agents (other than toxic materials)
- 26 Disorders due to repeated trauma
- 27 All other occupational illnesses

LOCAL FORM 5102/7

MAY 22 1990

Instructions for Completing the Log of Navy Injuries and Occupational Illnesses

Column 1	Case or File Number Use any numbering system desired.
Column 2	Date of Injury or Illness For injuries, enter the date of the mishap which resulted in injury. For occupational illnesses, enter the date of initial diagnosis of illness or, if absence occurred before diagnosis, the first day of the absence in connection with which the case was diagnosed.
Column 3	Employee's Name Last name first, then initial(s).
Column 4	Regular Job Title Injured or ill person.
Column 5	Department Enter the name of the department to which employee was assigned at the time of the injury or illness, whether or not the employee was actually working in that department at the time.
Column 6	Nature of Injury or Illness and Part(s) of Body Affected Enter a brief description of the injury or illness and the indicate part or parts of the body affected.
Column 7	Injury or Illness Code Enter the one code which most accurately describes the nature of injury or illness. <input type="checkbox"/> Injury Code: 10 All Injuries <input type="checkbox"/> Illness Codes: 21 Occupational Skin Disease or Disorders. Contact dermatitis, eczema or rash caused by primary irritants and sensitizers or poisonous plants; oil acne; chrome ulcers; chemical burns or inflammations, etc. 22 Dust Disease of the Lungs (Pneumoconiosis). Silicosis, asbestosis, coal worker's pneumoconiosis, byssinosis and other pneumoconioses. 23 Respiratory Conditions due to Toxic Agents. Pneumonitis, pharyngitis, rhinitis, or acute congestion due to chemicals, dusts, gases or fumes, farmer's lung, etc. Use this category only if the respiratory system is injured. If the lungs were just the route of entry for a toxic agent that caused systemic injury, cite Code 24. 24 Poisoning (Systemic Effects of Toxic Materials). Poisoning by lead, mercury, cadmium, arsenic or other metals; poisoning by carbon monoxide, hydrogen sulfide, or other gases; poisoning by benzol, carbon tetrachloride, or other organic solvents; poisoning by insecticide sprays such as parathion, lead arsenate; poisoning by other chemicals such as formaldehyde, plastics and resins etc. 25 Disorders due to Physical Agents (Other than Toxic Materials). Heatstroke, sunstroke, heat exhaustion and other effects of environmental heat; freezing, frostbite and effects of exposure to low temperatures; calcium disease (bends); effects of ionizing radiation (isotopes, X-rays, radium); effects of non-ionizing radiation (welding flash, ultraviolet rays, microwaves, sunburn); etc. 26 Disorders due to Repeated Trauma. Noise-induced hearing loss; synovitis, tenosynovitis and bursitis. Raynaud's phenomenon; and other conditions due to repeated motion, vibration or pressure. 27 All Other Occupational Illnesses. Anthrax, brucellosis, infectious hepatitis, malignant and benign tumors, food poisoning, histoplasmosis, coccidioidomycosis, etc.
Column 8	Deaths Enter month/day/year of death.
Column 9	Lost Time Case Enter a check for each case of nonfatal traumatic injury that causes any loss of time from work beyond the day or shift it occurred; or for each case of nonfatal illness/disease that causes disability at any time. Disability is defined as the result of any illness, temporary or permanent, which prevents a person from carrying on his/her usual activities.
Column 9A	Lost Workday Case Enter a check for each lost time case which prevents a military person from performing regularly duty or work for a period of 24 hours or more subsequent to 2400 on the day of injury or onset of illness; or causes a civilian employee to miss work for a full shift on any day subsequent to the day of injury or onset of illness. Cases that meet the reporting requirements of paragraphs 301a(2), 505b(2)(e), 603a(2), 603b or 801a(3) shall be recorded on the applicable log.
Column 10	No Lost Time Case Enter a check for each case where medical expense is incurred but no lost time from work is incurred as represented by a charge either to leave or to continuation of pay (COP). Also enter a check for each case where the injured person obtains no medical treatment at all or obtains medical treatment only on the day of injury and no lost time is charge to leave or to COP.
Column 11	First Aid Case Enter a check for each case that requires one or more visits to a medical facility for examination or treatment during working hours beyond the date of injury, as long as no leave or COP is charged to the employee and no medical expense is incurred. Also enter a check for each case which requires two or more visits to a medical facility for examination or treatment during non-duty hours beyond the date of injury, again as long as no leave or COP is charged and no medical expense is incurred. NOTE: Column 9 and 9A—All lost time cases shall be recorded in column 9. If the case results in submission of an individual mishap report to NAVSAFECEN, then a second check should be entered in column 9A. Columns 10 and 11 are mutually exclusive. If a case meets the definition of a first aid case, record it in column 11. Do not report it in column 10.

Changes in Extent of/or Outcome of Injury or Illness

If there is a change in an occupational injury or illness that affects entries in columns 9, 10, 11 or 12, the first entry should be lined out and a new entry made. For example, if an injured employee at first lost no time past the day of mishap but later lost time, the check in column 10 would be lined out and the appropriate entry would be entered in column 9 and/or 9A.

An entry may be lined out if later found to be a nonoccupational injury or illness.